

U.S. DEPARTMENT OF COMMERCE

Bureau of the Census Chicago
500 West Madison, Suite 1600
Chicago, IL 60661

HOW TO APPLY FOR MANAGEMENT POSITIONS IN ILLINOIS, INDIANA AND WISCONSIN:

Read this document in its entirety before applying for the positions listed below.

In addition to the Recruiting Bulletins for the management positions, this document contains information on:

- **Completing the Application Forms and Evaluation Criteria Statement,**
- **Scheduling your Test, and**
- **Preparing for the Testing Session.**

Completing the Application Forms and Evaluation Criteria Statement

- After reading this information decide which position or positions you would like to apply for and believe you qualify for, and
- Complete all forms as explained in the Bulletins in detail including the Evaluation Criteria Statement.
- For a list of vacancies, and salaries by duty location

Scheduling your Test

Tests will be given for the Local Census Offices listed below. Click on the name of a state to see a map of the office locations. Contact one of the numbers listed below to schedule an appointment to take the 2010 Census supervisory and managerial test number, D-270. Allow roughly three hours to complete the testing process.

Carbondale	(618) 307-3730
Champaign	(618) 307-3730
Chicago	(800) 470-8896
DuPage County	(773) 446-1160
Edwardsville	(618) 307-3730
Elgin	(815) 209-2850
Joliet	(815) 209-2850

Lemont	(773) 446-1160
Matteson	(708) 668-9730
Palatine	(847) 600-9020
Peoria	(815) 209-2850
Rockford	(815) 209-2850
Springfield	(618) 307-3730
Vernon Hills	(847) 600-9020

Anderson	(812) 962-6650
Bloomington	(812) 962-6650
Evansville	(812) 962-6650
Ft. Wayne	(574) 344-4560
Gary	(574) 344-4560

Indianapolis	(317) 616-4670
Lafayette	(317) 616-4670
Marion County	(317) 616-4670
South Bend	(574) 344-4560

Eau Claire (715) 833-6870
Green Bay (715) 833-6870
Kenosha (414) 203-3860
Madison (414) 203-3860

Milwaukee (414) 203-3860
Oshkosh (715) 833-6870
Superior (715) 833-6870
West Allis (414) 203-3860

Note: If you have already taken and passed the supervisory or managerial test, D-270 (within the last two years), you do not need to take the test again.

Preparing for the Testing Session

1. **Bring your completed application, any related forms and the Evaluation Criteria Statement as described in the Recruiting Bulletin. You must turn them in at the testing session.**

2. **Also, bring unexpired identification.** You will need this information to (1.) establish your identify and (2.) your employment eligibility. You are required to provide **one identification from list A that must have a photo ID.**

If you do not bring a document from list A, you must bring a **combination of one document from list B and one document from list C** (one of these two documents must be a photo ID).

Examples of documents from each list include.

List A:

- A U.S. Passport or Passport Card.
- Permanent Resident Card (I-551).

List B:

- Driver's license or State ID card.
- ID card issued by a federal, state or local government.
- School ID card with a photo.
- U.S Military card or a draft record.
- U.S. Military dependant ID card.

List C:

- Social Security Account Number Card
- Original or certified copy of a birth certificate issued by a state, county municipal authority or outlying possession of the U.S. bearing an official seal.
- Native American tribal document.
- U.S. Citizen ID card (I-197)]

3. **If you are a male applicant born after 12/31/59,** you must confirm your selective service registration status. For individuals who don't remember if they registered or who entered the U.S after the age of 26, please go to the Selective Service <http://www.sss.gov> to check your status or find out more information about the process.

4. You must complete the Evaluation Criteria Statement.

- In “**Column A**”, circle the answer which best fits your experience; circle an answer for all three questions.
- In “**Column B**”, write the specific name of your current or previous position(s) (as listed on your OF-612/ Resume), for all three questions, which support(s) your answer; or If your supporting experience is *not* listed on your OF-612/Resume, write the employer’s name & address, title of position, dates of employment, and a detailed description of the experience which supports your answer.

Your answer to all three questions must be supported by: your OF-612/Resume, OR by a complete description in Column B. Failure to support your answers with a detailed description of your experience may result in a lower rating, or loss of consideration.

When describing your experience on the OF-612/Resume, or in Column B- include the actual (or estimated) number of employees you supervised.

Also include the level of management you worked at (i.e. General Manager, First-Line Supervisor...), the number of management levels, and a detailed answer for *each part* of the question.

↓ Each position has a different Evaluation Criteria Statement

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR RECRUITING	
COLUMN A	COLUMN B
Applicants are required to answer each of the three questions below in Column A by circling the best response <u>and</u> completing the corresponding information in Column B.	Applicants are also required to complete the following: 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. OR 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <u>must</u> include the employer's name and address, the title of the position, and the dates of employment. <i>Response must support answer elected in Column A.</i>
1. Please select the answer that best describes your experience managing a time critical recruitment operation. a. I have managed a geographically dispersed team of recruiters that included all of the following: a) managing at least two levels/lines of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); b) managing more than 20 employees; and that c) included all of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment recruitment goals; and development of recruitment strategies. b. I have managed limited recruiting activities including a) managing at least one level/line of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); b) managing equal/more than 10 employees; and c) included some of the following responsibilities: administering the testing of applicants; accomplishing recruiting goals; and implementing recruiting strategies. c. I have been a recruiter and have supervised a staff of employees, and I have not had to supervise another recruiter/supervisor/team-lead and have supervised one level/line of subordinate management, but the staff I managed was less than 10 employees. I have also been responsible for some of the following tasks: administering applicant testing; carrying out recruitment strategies and meeting individual recruiting goals. d. My experience is less than what is described above.	XYZ Company 1111 W Jackson, Chicago, IL 60601 Recruiter, 5/2000-10/2005 As a Recruiter, I managed a staff of 12 employees; I was the first-line supervisor. As a Recruiter, I worked with the HR Dept. to determine the hiring need. I then created a strategy to recruit the required number of qualified applicants. I executed my strategy by...

Circle the appropriate answer in Column A →

Support your answer by completing Column B. Your answer must be supported by information provided in Column B, or on your OF-612/Resume.

5. Review your application package one last time to avoid the most common errors:

- Applicants have not completed the Evaluation Criteria Statement in detail.
- Applicants do not bring proper identification to their testing session.
- Male applicants born after 12/31/59 have not registered with Selective Service or do not remember if they have registered.
- Applicants do not complete or sign all of the forms.

Recruiting Bulletins

EXTERNAL RECRUITING BULLETINS

<i>Position Title</i>	<i>Illinois</i>	<i>Indiana</i>	<i>Wisconsin</i>
Local Census Office Manager			
Assistant Manager for Administration			
Assistant Manager for Recruiting			
Assistant Manager for Field Operations			
Assistant Manager for Quality Assurance			
Assistant Manager for Technology			

If you are a current census employee and would like to apply for one of these positions select the position you are applying for from the INTERNAL RECRUITING BULLETINS.

INTERNAL RECRUITING BULLETINS

<i>Position Title</i>	<i>Illinois</i>	<i>Indiana</i>	<i>Wisconsin</i>
Local Census Office Manager			
Assistant Manager for Administration			
Assistant Manager for Recruiting			
Assistant Manager for Field Operations			
Assistant Manager for Quality Assurance			
Assistant Manager for Technology			